

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, February 9, 2009

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, Anna Marie Jones and Jeanne Garcia

City Staff: Human Resources Director Tami Yuki and Interim Library Services Director Terry Jackson

APPROVAL OF MINUTES

The minutes of January 26, 2009 were approved

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

1. Entry Police Officer & Pre-Trained/Lateral Police Officer
(Continuous)

Personnel Board Member Thomas inquired about where HR advertises for the Police Officer position. Human Resources Director Yuki stated that Police Officer Pre-Trained/Lateral is being advertised on the San Bruno website and Calopps. Director Yuki also said that San Bruno Police staff visits the Police Academy and invites students to apply for the City of San Bruno. Director Yuki stated that Entry Level Police Officer is advertised in the San Mateo Times, colleges where there are police academies, SB website and Calopps.

Director Yuki stated that there are three vacancies for Police Officer with one vacancy frozen.

Personnel Board Member Fuentes asked if Human Resources administer all oral interviews for the Police Department. Director Yuki responded that Human Resources coordinates the process and the Police Department conducts oral interviews for Police Officer Pre-Trained/Lateral every two to three months. Director Yuki said that the interviews are held on Saturday because many candidates attend the Academy during the week. Director Yuki also said oral interviews for Entry Level Police Officer are conducted by Human Resources.

Personnel Board Member Thomas stated that since the Police Department has a shortage of Police Officers perhaps the Personnel Board should assist in finding different ways to advertise for Police Officer. Human Resources Director Yuki said that she welcomes any additional ideas on advertising from the Board.

Since there are three vacancies in the Police Department, Personnel Board Member Fuentes inquired if the City is at risk of safety. Human Resources Director Yuki said that the City has adequate staffing.

B. Election of Chair and Vice Chair

Personnel Board Member Comerford nominated Personnel Board Member Dave Thomas for Chair. Personnel Board Member Garcia seconded the motion. The motion passed unanimously.

Personnel Board Member Comerford nominated Personnel Board Member Ed Fuentes for Vice Chair. Personnel Board Member Jones seconded the motion.

The motion passed unanimously.

C. Review Job Descriptions for Library Division

Interim Library Services Director Terry Jackson gave an overview of the Library structure. Director Jackson said that in the last ten years the structure has significantly shifted since the City started experiencing budget cuts. At the present time the Library has 8.5 full time employees. The Library used to have 14 full time employees. The Library is open for 59 hours in a week. At one time the Library was open on Sundays also.

Interim Library Services Director Terry Jackson stated that in 1985 the Library did not have any computers. At the present time the Library has 20 computers for staff and 38 computers for the public. The Library computer system is housed at College of San Mateo and run by the Peninsula Library System.

Director Terry Jackson said that the current Library job descriptions do not reflect the job that employees are doing at the present time. She said that candidates have to have computer skills and also be able to multi task. Director Jackson said that ideally the computer skills should be identified in all job descriptions.

Personnel Board Member Thomas inquired why the Circulation Services Manager does not require a Master's degree. Director Terry Jackson replied that the Circulation Services Manager usually is promoted from a Library Assistant, therefore does not need to have a Master's degree.

Personnel Board Member Comerford asked why every job description has distinguishing characteristics except the Community Services Director and Public Services Director. Director Yuki said that the Community Services Director and Public Services Director job descriptions are consistent with the other Directors' job descriptions and have more generalist type responsibilities.

Personnel Board Member Fuentes asked if all Directors receive the same compensation. Director Yuki said that there are two salary tiers for Directors.

Personnel Board Member Thomas recommended that at the next meeting to bring back the Library job description series to the Board with consistent format and skill set.

At the next meeting Human Resources will also provide the Board with job descriptions for the Recreation Services series.

Personnel Board Member Fuentes asked that during the next budget the organizational chart should be corrected to reflect supervisory positions in the correct order.

Personnel Board Member Fuentes asked to place for the next agenda the job descriptions that the Personnel Board have jurisdiction over.

D. Board Members Comments

Personnel Board Member Comerford commented on the two emails that were sent back and forth. He felt that the City Manager overreacted to the email. He said that the type of question that Personnel Board Member Fuentes raised in his email did not warrant the type of response that was received.

Personnel Board Member Thomas stated that the Mayor was included because he is the liaison to the Personnel Board. It was not intended to leave out the City Manager.

Personnel Board Member Thomas said that if the City Manager has issues with a Personnel Board Member, the email should go directly to him as Chair.

Personnel Board Member Garcia said that the City Manager could have worded the email differently. She said that the City Manager could have said that the announcement did not come from City of San Bruno. Personnel Board Member Jones concurred with the Board that the email from the City Manager could have been worded differently.

Director Yuki said that the City Manager's email is in response to the characterization that the City failed. Director Yuki stated that if the Board has any concerns or questions, any Board Member should call her directly. If the Board has concerns regarding the Community Services Director recruitment, the Board can call the City Manager directly.

Personnel Board Member Fuentes said that the Board is an advisor to the City Council. He also said since the Board represents the public the Board should be able to express their opinion to the City Council.

The next Personnel Board meeting will be held on March 16, 2009. At the next meeting the Personnel Board will be looking at job descriptions for the Recreation Services Division. Personnel Board Member Thomas asked Director Yuki to check with the City Attorney, regarding which job descriptions they have authority over. Personnel Board Thomas requested that Community Service Director would come to the next Personnel Board meeting.

ADJOURNMENT

The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Marie Fir
Secretary